

HUMAN RESOURCES OFFICE  
MONTANA NATIONAL GUARD  
TECHNICIAN & AGR BULLETIN

NOVEMBER NO: 00-11

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*QUALITY PAYS THROUGH EFFECTIVE COMMUNICATIONS*  
LEADERSHIP ~ ~ ~ TRUST ~ ~ ~ INTEGRITY

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## SECTION I – GENERAL INFORMATION STAFF

|                               |                      |      |
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| PERS ASSISTANT/STAFF-CLASS    | SGT KEITH HERRIN     | 3133 |
|                               |                      |      |
| FAX                           |                      | 3135 |

### New Job - New Perspective

In the slightly more than ten years that I have been in the Human Resources Office (HRO), formerly the Human Resource Management Office (HRMO), formerly the Support Personnel Management Office (SPMO), I have witnessed many changes. One of those changes, the most obvious and by far the most impacting, is the shrinking manpower pool. Technician numbers, both Army and Air, have declined considerably over the past ten years, somewhere in the neighborhood of 20%. The HRO was not immune to those shrinking numbers. Our staff has reduced from a high of 19 in the early 1990's to the current staff of 13, a cut of over 30%. While the impact of that reduction within the HRO could have been dramatic, the leadership of the HRO over the past decade paved the way for a smooth and orderly ramp-down. Hopefully the impact on you, our customer, has been bearable.

During my tenure at the HRO I have had the opportunity to get involved with the HRO Team in nearly every type of technician personnel activity. Within days of my moving to State Headquarters we began a computerized data-base conversion, moving all previously locally maintained technician personnel data into a system linked with the personnel center at San Antonio. Not too long after the data-base conversion, we struggled with potential Reduction-In-Force (RIF) actions in both the Army and Air Guard. The potential for RIF hung in the air for over two years. Fortunately, the HRO Team was able to demonstrate their skills by not losing one technician *involuntarily*, while at the same time several technicians were afforded the opportunity to take voluntary early retirement. Those days were especially harrowing for the HRO Team.

Also, the skyrocketing costs of worker's compensation programs caught the eye of National Guard senior leadership around the U.S. resulting in innovative options. The Montana HRO Team stepped up to the plate and contributed their share of creative ideas and fixes. Reorganizations, restructurings, conversions, mission equipment upgrades, and other significant events have competed for our attention. All in all, as I look back at the last ten years, it has been a wonderful experience. The Guard has changed considerably in that time.

And the HRO Team has changed as well. It is incredible when you reflect on the turnover in our little part of the world. Early in the 1990's our team lost two wonderful leaders...Mr. John Kanthack, former Labor Relations Specialist and LTC Lloyd Darrah, former Supervisory Personnel Management Specialist (SPMS) were both taken from this earth far too early in their life. Others have passed through our happy home on their way to bigger and better things, even retirement. MAJ Nickki DeWolf, former Employee Development Specialist (EDS), is now the Army Guard's State Education Officer; COL Mike McCabe, former SPMS, is now the Executive Officer to the Adjutant General; COL Tony Morrison, former SPMS, is now the Deputy Chief of Staff for Information Management; Col George Donnelly, former Support Personnel Management Officer (SPMO), is now the United States Property and Fiscal Officer (USPFO); SFC Greg Crider, former AGR Medical Specialist, is now the Enlisted Force Manager in Military Personnel; Ms. Colleen Coulter, former Personnel Assistant, is now the Budget Analyst for Surface Maintenance; SSG Shannon Tabbert, former Budget Analyst in the HRO is now doing the same job for Operations; and COL Ray Read, former State Equal Employment Manager (SEEM) recently retired from our great organization. Also retired are BG Gary Hindoen, former Human Resources Officer (HRO); Col Randy Moy, former HRO; CPT Doris Stiles, former Staffing Specialist; MSG Tom Hayes, former AGR Staffing Specialist; SSG Mike Heagle, former AGR Medical Specialist; Ms. Colleen Stricker, former Personnel Assistant; and Mr. Tim Kenny, former AGR Manager.

Most recently, Major Mike Rand, former SPMS, earned the opportunity to take an AGR tour at the 120 Fighter Wing as the Security Forces Manager. Because of his great fortune I was blessed with great fortune. I have assumed the temporary title of Supervisory Personnel Management Specialist while Major Rand is on his active duty tour. What an awesome challenge! Who would have thought, just 12 years ago, when I was the Operations Support Branch Chief at the 120<sup>th</sup>'s Supply Squadron and the world's most vocal critic of the SPMO, that some day I would be the guy responsible for all technician actions in Montana? There is a healthy plate of *crow* somewhere just waiting for me to dine. Reminds me of a verse my Mother once taught me: "Be careful of the words you use, keep them soft and sweet; You never know from day to day, which ones you'll have to eat!"

Now, you may have noticed in my introductory line that we changed our name three times in the past decade. Just because we have dropped the words "Support" and "Management" from our name doesn't mean that we have dropped them from our mission. Bottom line is, in the past ten years we have had many great people pass

through the HRO and have accomplished many great things. And the legacy they left behind is reflected in the character of the current HRO Team. We are here to serve you, you are our customer and the customer is #1.

## **STATE EQUAL EMPLOYMENT MANAGER:**

- Congratulations to Ronda Scott and Tom Mahoney on completing the EEO Counselors Course.
- NOVEMBER IS NATIVE AMERICAN MONTH.
- CHANGES MODIFY EEO COMPLAINT PROCESS
  - A new requirement for Federal agencies to have an Alternate Dispute Resolution program for persons pursuing Equal Employment Opportunity complaints of discrimination is one of the significant changes to the Code of Federal Regulations (CFR), Title 29, Part 1614 that took effect in November. The change to 29 CFR 1614, which deals with the Equal Employment Opportunity Commission's federal complaint processing regulations, leaves agencies free to develop ADR programs that best suit their particular needs. The pre-complaint processing was amended so that in a case where an agency agrees to offer ADR, the individual may now choose between ADR and counseling; they can't have both. You either do ADR or you do counseling. If you choose ADR and you aren't able to resolve the complaint it does not go back to counseling, at this point the complainant can proceed with a formal complaint.
  - Alternate Dispute Resolution or ADR is a term used to cover a wide range of conflict resolution and problem solving, from the intrusive grievance procedure to the mildest form of mediation. It all has the same outcome in mind. That is to end the conflict.
  - ADR is not always the right media. Cases, which involve violations of law or regulation, may not be right for mediation or other forms of dispute resolution. Sometimes only a third

party can hear the case and impose judgment (arbitration) on the parties. This is always a no win situation for one party.

- The advantage ADR has for the average conflict is that it is faster, cheaper and more interactive for the parties. ADR and more specifically mediation, allow the parties to be heard and assist in developing their own resolution. This is usually referred to as “win win” situations.

POC: ANNE MARONEY, DSN 747-3117 COMM-841-3117

Words of encouragement fan the spark of genius into the flame of achievement. Legend tells us the Lincoln's dying mother called her small son to her bedside and whispered, "Be somebody, Abe!"

WILFRED A. PETERSON  
The Art of Living Treasure Chest  
Simon & Schuster

## SECTION II – LABOR RELATIONS

### SMS ROGER HAGAN

#### **Labor Relations On The Move**

After the forest fires subsided we were able to turn our attention back to our full-time federal mission once again. In the world of Labor Relations that meant tying up some loose ends in the Labor/Management Agreement (LMA) realm. The following is a quick update on the status of both the Air and Army LMA's.

On the Air Guard side we have already trained the supervisors, managers and union officials on the differences between the 1996 and the 2000 ANG LMA . At the time of that training, there were just a few items left to iron out and, as this newsletter goes to press, we are scheduled to meet to finalize those items. The 2000 ANG LMA's have been printed in a limited number of copies and distributed to the union and supervisors. There is a remove and insert page change (change 1) being circulated around to update the LMA that was distributed. If you have one of those initial copies please insure you get a copy of the change pages. Future copies of the 2000 ANG LMA will already have the change incorporated.

On the Army Guard side our Labor/Management Partnership Council (LMPC) met on 15 November and knocked out a whopping 16 outstanding items in just under five hours. We will be submitting those items to DoD for their review with a finalized and published LMA anticipated by early February. All Army Guard supervisors, managers and labor organization officials will receive training on the new LMA as soon as it is printed. The training will be conducted by the LMPC as a partnership effort.

Both LMA's, when finalized, will be posted on our new web-site, currently under construction.

Once the Army Guard LMA is complete, the ARNG LMPC will take on several new issues that are of concern to all. If you have any input on the upcoming discussion concerning the ARNG Employee Incentive Program or any other Army Guardwide item of importance please don't hesitate to contact a member of the LMPC. Any labor organization official can direct you to the proper LMPC member and for the supervisors and managers please contact COL Tony Morrison (x3565) or myself (x3118).

### SECTION III – EMPLOYEE DEVELOPMENT MSG KEITH KELLY



## HRO Goes ON-line

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We want to give you; our customers every opportunity to access the tools and products you need to make career decisions.

Here we are in the twenty-first century and we've decided we better go online. Announcing the grand opening of our virtual HRO office. You can come seek your answers to frequently answered questions, find links to organizations that impact your career, and most importantly you can find listings of our current job listings, you can find the full advertisement, even the forms needed to apply for jobs.

Come check out our virtual office at [www.state.mt.us/dma/hro](http://www.state.mt.us/dma/hro) we can't wait to see you.

And by all means if you have suggestions as to how we can improve our site, or if there is something you would like to see addressed on our home page please feel free to give us a call.

## **Army Offers Free Online Courses**

The Army has recontracted to provide active-duty and reserve soldiers, and Department of Army civilians free online information technology courses on more than 1,100 technical subjects. Classes range from how to use word-processor, database and spreadsheet programs for beginner through advanced users to 70 certification-preparation courses for systems administrators and computer programmers. Many of the courses may qualify for college credit. Registration must be made on a computer tied into an Army wide-area network using a military domain address. Once the registration is complete, students may log on at home, a local library or any other computer connected to the Internet. For more information, visit [www.armycbt.army.mil](http://www.armycbt.army.mil).

KEITH J. KELLY, TSGT, MTNG/HRO  
Employee Development Specialist ext. 3120  
DSN: 747-3120 Com: (406) 841-3120  
FAX: DSN: 747-3135 Com: (406) 841-3135

## **SECTION IV – EMPLOYEE RELATIONS/SERVICES**

TSG ROBERT GREGORI  
SSG SHARON KABERLINE

### **SOCIAL SECURITY STATEMENT INSERT FOR THOSE AGE 55 OR OLDER**

**When the Social Security sends out their retirement estimates they now include a special insert for workers age 55 or older that provides important information regarding retirement options they'll need to consider as they approach retirement age. The insert highlights such issues as the long-term effects of taking a reduced benefit or the impact work would have on their benefit. They are ready to go with about 20 million inserts this year. There is no such thing as "information overload" when you are making vital family financial decisions. Log on to [www.ssa.gov](http://www.ssa.gov) and consider your options.**



## THRIFT SAVINGS PLAN NEWS

*Remember, TSP Open Season runs from November 15, 2000 through January 31, 2001. See the October 2000 Human Resources Office newsletter for details.*



### Rates of Return

### Current Rates

Rates of Return were updated on **November 8, 2000**.

The monthly C, F, and G Fund returns represent the actual total rates of return used in the monthly allocation of earnings to participant accounts. The returns are shown after deduction of accrued [TSP administrative expenses](#). The C and F Fund returns also reflect the deduction of trading costs and accrued investment management fees. The most current C, F, and G Fund rates of return are shown below. Percentages in ( ) are negative. **Returns are updated after the monthly allocation of earnings, usually by the 7th business day of the month.**

|   | C Fund  | F Fund | G Fund |
|---|---------|--------|--------|
| October 2000  | (0.40%) | 0.66%  | 0.51%  |
| <a href="#">Last 12 Months*</a><br>(11/1999 -<br>10/2000) | 6.01%   | 7.36%  | 6.51%  |

- The C, F, and G Fund returns for the last twelve months assume, except for the crediting of earnings, unchanging balances (time-weighting) from month to month and assume earnings are [compounded on a monthly basis](#).

**TSP semi-annual statements should be arriving soon. Be sure you receive and review this important financial document and the additional upcoming changes information. If you have moved since the one you received for the Spring Open Season, verify your address is current in the Accounting and Finance/USP&FO pay offices. If you do not receive yours by December**

15<sup>th</sup>, 2000 contact the HRO Office. Be sure and check out the TSP website at [www.tsp.gov](http://www.tsp.gov) for access to your account and information.

POC's for TSP matters are TSG Robert Gregori or SSG Sharon Kaberline at (406) 841-3131/3130 or DSN 747-3131/3130. Air National Guard technicians should contact TSG Lisa Smith at 2243.

## *FEDERAL EMPLOYEES GROUP LIFE INSURANCE (FEGLI)*

Federal Employees Group Life Insurance clarifies DWI policy

### **Accidental Death Exclusion for DWI**

Effective November 1, 2000, we added an item to the existing list of exclusions from payment of accidental death and dismemberment (AD&D) benefits. **This addition puts in writing what the Program has followed in the past** — AD&D benefits are not payable for a death or loss of limb caused by the insured driving while intoxicated (as defined by the jurisdiction in which the insured was driving).

### *FEGLI Calculator helps you keep up on the cost of your insurance*

Do you know how much you are paying for your FEGLI and exactly what that coverage would pay in the event of your death or the death of a covered family member? You can go to [www.opm.gov/insure/life/](http://www.opm.gov/insure/life/) to learn more about your insurance and calculate your costs and coverage. Some basic information you'll need to utilize the calculator is your annual salary (WG/WL/WS employees multiply your hourly salary by 2087 to arrive at your annual salary) and your current coverage. This is located on your SF50 in block 27. After reviewing the costs and coverage determine what your survivors would need to settle your estate and, if there is a surviving spouse and/or dependent children, how much income would they need for living expenses. If there is not a dependent survivor, do you plan to leave an estate? How much? Only you can answer these questions for yourself. The calculator is simply a tool to be sure you are not paying for any unnecessary coverage. **NOTE: If you are carrying Option C in any multiple, be sure you have a qualifying family member. If you are single with children over 22 (who are not disabled) there is no covered family member.** As in any financial matter, after you have formulated a plan, talk it over with an unbiased trusted advisor.

The HRO is certainly here to assist you with your FEGLI changes, but a little bit of homework on your part will go a long way in enabling us to answer your questions and assist you with any changes you want to make. POC's for FEGLI matters are TSG

Robert Gregori or SSG Sharon Kaberline at (406) 841-3131/3130 or DSN 747-3131/3130. Air National Guard technicians may also contact TSG Lisa Smith at 2243.

**FEDERAL EMPLOYEES HEALTH BENEFITS (FEHB) OPEN  
SEASON NOVEMBER 13<sup>TH</sup> - DECEMBER 11<sup>TH</sup>**

The 2001 FEHB Plan Comparison Booklet and individual Plan Benefits Explanation Books for all the plans available to MT Guard technicians are available in the Human Resources Office. If you intend on making an Open Season change remember you must complete a SF2809 and submit it to the HRO no later than December 11<sup>th</sup>. Plan changes will be effective January 14<sup>th</sup>, 2001. POC's for FEHB information and publications are TSG Robert Gregori or SSG Sharon Kaberline at (406) 841-3131/3130 or DSN 747-3131/3130. Air National Guard technicians may also contact TSG Lisa Smith at 2243.

## **2000 FWS PAY AJUSTMENT**

Wage grade employees who should have received a pay adjustment effective 24 September 2000 please check your leave and earning statement to be sure this years adjustment occurred and you were paid correctly. This years adjustment would be reflected on the LES you received 13 October 2000 (Air)/19 October 2000 (Army). Contact the HRO immediately if you believe you are not receiving the correct pay. POC's are TSG Robert Gregori or SSG Sharon Kaberline at (406) 841-3131/3130 or DSN 747-3131/3130. Air National Guard technicians may also contact TSG Lisa Smith at 2243.



## ***Office of Workers Compensation***

For timely submission of CA-1 to this office, it is the supervisor's responsibility to investigate all accidents and accident sites. This is to ensure if there is a safety issue the situation can be addressed promptly as well as providing a clear understanding of when

and where the accident occurred. It provides an opportunity to interview witnesses at the optimum time of remembering what actually happened.

*An OWCP form CA-1 must be filed as close to the injury date as possible when an employee has suffered a Traumatic Injury. **Preferably this is the same day as the injury.** A traumatic injury is defined as a wound or other condition caused by external forces including physical stress and strain. The injury must have been caused by a specific event or incident **within a single work shift.** It is the supervisor's responsibility to ensure a CA-1 form is filled out immediately. If the employee does not wish to file a CA-1, they jeopardize their claim and if the claim is filed at a later date it comes under scrutiny by the OWCP office in Denver. This could cause a delay in a decision on whether the claim is approved or not.*

*This also brings up the issue of Continuation of Pay (COP); if the injury is not filed in a timely manner, the employee is **NOT** entitled to COP if the injury is not reported within a 30-day time limit. The employee will then be responsible for the bills and have pay through his/her own Health Benefit Plan until such time that the claim has been accepted. OWCP will then go back and reimburse the health carrier, but this is a lengthy process that takes time and it is between the health carrier and OWCP, which the employee will have to keep account.*

Some points to remember concerning the CA-1: In block #13 Cause of Injury block insure that it has as much information as possible about the injury. Block #16 Witness block can also be someone who came to the employee's aid immediately following the injury, there may be more than one witness and all should supply statements. Location must be detailed including address of the agency, building # etc.

**On the second page of the CA-1 is a receipt of submission. Remember supervisor's, this is the employees copy of return receipt, please fill this out, sign it, and GIVE TO THE EMPLOYEE.**

*The more supportive information supplied on the CA-1 the better the claims examiner will be able to adjudicate your case in a timely manner.*

If you have any questions or concerns about OWCP feel free to call me or email me at: POC [Kaberlines@MTGRE.ANG.AF.MIL](mailto:Kaberlines@MTGRE.ANG.AF.MIL) at 841-3130/DSN 747-3130/TSG Robert Gregori at 841-3131/DSN 747-3131 or TSG Lisa Smith for the Air Guard at 791-6-2243/DSN 279-2243.

### ***NEW CHANGES IN TSP EFFECTIVE MAY OF 2001***

The Federal Retirement Thrift Investment Board has announced that participants will be able to start investing in the (S) Small Capitalization Stock Index Investment Fund and (I) International Stock Index Investment in May of 2001.

The new TSP investment funds have been delayed pending the delivery of a new system being developed for the Board by American Management Systems, Inc. The new system

will be implemented as soon as possible thereafter, and current activities will be converted into the new system at that time. (Monthly updates on the status of the new system are published on the TSP Web site at [www.tsp.gov](http://www.tsp.gov)). The current system, operated and maintained by the U.S. Department of Agriculture's National Finance Center, has been processing accuracy over 13 years of operation, and it can be modified to provide these additional investment opportunities next May. Watch for direct notification from the TSP to your home.

House of Representatives (H.R. 208) is pending legislation that would allow TSP to accept transfers from certain other retirement savings plans. H.R. 208 would also allow new federal employees to contribute their own money (through payroll contributions) to the TSP without the current six to twelve-month wait. Versions of H.R. 208, with slight differences between them, have now been passed by the House of Representatives and the Senate. The final legislative action to resolve the differences will occur before the congressional adjournment scheduled for October. An implementation date will be decided when the legislation is enacted. For more detailed information on this subject, you may access this same information on the above website.

POC's for TSP are SSG Sharon Kaberline at 406-841-3130/DSN 747-3130 /TSG Robert Gregori at 406-841-3131/DSN 747-3131 or TSG Lisa Smith for the Air Guard at 791-6-2243/DSN 279-2243.

**SECTION V – SMS WAYNE LOSING**  
**SSG EDWINA STRAINER**  
**SGT “KEITH” HERRIN**  
**STAFFING/CLASSIFICATION**

*CORRECT SF 52 PROCEDURES*

When submitting a Standard Form 52 for a **Request to advertise** a position, there is information that is often left off the SF 52. This information if included helps ensure a quick transition for SF 52 to an advertisement. Please see example of SF 52 at the end of this article. Things to be included are as follows:

**FRONT:**

Part A, B, and C.

Request to Advertise Position (action requested)

Request and Authorized boxes signed

Position Title To: Section

Position Description Number

Position Occupation Series and Grade

BACK:

Part D

Areas of consideration (i.e. Area I, II, III, or open)

Permanent or Temp Indef.

Enlisted, Warrant Officer, and/or Officer

Selecting Official's Signature Block (including TECHNICIAN TITLE)

Selecting Official's Military Rank

Same KSA's/Experience or attach new ones

Position being filled vice \_\_\_\_\_.

## **SUPERVISOR'S NOTES**

1. Ensure that selection certificates are dated and signed in the correct place. The start dates of new appointments and personnel actions that affect pay need to be made effective on the beginning day of a pay period to ensure a smooth transition for processing. All SF-52's need to be submitted 10 working days before effective date to allow time for processing of these actions.

**2. LWOP AND RETURN TO DUTY SF 52'S NEED TO BE FILLED OUT WITH CORRECT DATES TO ENSURE CORRECT ACCOUNTING AND RECORDING FOR YOUR EMPLOYEE'S RECORDS. REMEMBER THIS CAN AFFECT YOUR EMPLOYEE'S PAY!!**

3. For Temporary Appointments we need to have SF 52's processed and submitted by the Supervising Official for extending or terminating the appointment. The termination SF 50 automatically prints out close to the date of the NTE day, but we need a SF 52 from the supervisor to either extend or close out the appointment and the individual's file.

**4. GENERAL AND SPECIALIZED EXPERIENCE ARE ADDRESSED BY THE NGB TECHNICIAN QUALIFICATION STANDARDS ON FILE AT THE HUMAN RESOURCE OFFICE IN HELENA.**

5. AIR FORMS (FORMFLOW) You can save all actions as examples if you go to "SAVE DATA AS" in the Data Column. Go to "Browse" and choose a name for each action (RTD / LWOP-US / ADVERT).

ARMY FORMS (JETFORM) Use "SAVE AS".

6. NOTE: The color of the paper of the announcement represents its basis for whether the position is bargaining or non-bargaining unit. Blue paper represents bargaining unit and is based on the Merit Promotion Procedures in the negotiated Labor/Management

Agreement (AIR) and the negotiated contract (ARMY) for Area I applicants. The State Merit Placement Plan (DMAMT (AR/AF) Regulation 40-335) applies to Area II applicants. White paper represents non-bargaining unit positions and the State Merit Placement Plan applies to these advertisements. Non-Bargaining position can be advertised Area I only or to All members of the Montana (Air/Army) National Guard and those eligible for membership (whereas there would be no first consideration for any applicants).

**Call: SGT M. Keith Herrin – Pers Staff Asst (406) 841-3133**  
**SSG Edwina Strainer – Pers Staff Spec (406) 841-3122**  
**SMS Wayne Losing – Posn Class Spec (406) 841-3121**

**DSN 747-3121/3122/3133 for any additional information or clarification of application procedures.**

**EXAMPLE OF SF-52-REQUEST TO ADVERTISE**  
**FOLLOWS:ALL SF 52'S HAVE TO BE ON BLUE PAPER!**

# REQUEST FOR PERSONNEL ACTION

## PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

|   |   |
|---|---|
| 1. Action Requested<br><b>Request to ADVERTISE POSITION</b>   | 2. Request Number                             |
| 3. For Additional Information Call Name and Telephone Number<br><b>SELECTING OFFICIAL NAME, PHONE #</b> | 4. Proposed Effective Date<br><b>01-01-00</b> |

|   |  |
|---|--|
| 5. Action Requested By (Typed Name, Title, Signature, and Request Date)<br><b>DIRECTOR'S (Army) or GROUP<br/>COMMANDER'S(Air) NAME, RANK, TITLE</b> | 6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)<br><b>STANLEY R. PUTNAM, Chief of Staff (Army) or<br/>REX W. TANBERG, JR, COLONEL, CC (Air)</b> |
|---|--|

## PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-T. Show all dates in month-day-year order.)

|                               |                           |                  |                   |
|-------------------------------|---------------------------|------------------|-------------------|
| 1. Name (Last, First, Middle) | 2. Social Security Number | 3. Date of Birth | 4. Effective Date |
|-------------------------------|---------------------------|------------------|-------------------|

| FIRST ACTION |                       |           |                       | SECOND ACTION |                      |           |                      |
|--------------|-----------------------|-----------|-----------------------|---------------|----------------------|-----------|----------------------|
| 5-A. Code    | 5-B. Nature of Action | 6-A. Code | 6-B. Nature of Action | 5-C. Code     | 5-D. Legal Authority | 6-C. Code | 6-D. Legal Authority |
| 5-E. Code    | 5-F. Legal Authority  | 6-E. Code | 6-F. Legal Authority  |               |                      |           |                      |

|                                    |  |
|------------------------------------|--|
| 7. FROM: Position Title and Number | 15. TO: Position Title and Number<br><b>TITLE: AIRCRAFT MECHANIC (Example)<br/>PD #: F8009000 (Air)<br/>R6738200 ( Army)</b> |
|------------------------------------|--|

|                |                    |                     |                  |                  |                    |                     |                |                    |                  |                         |               |
|----------------|--------------------|---------------------|------------------|------------------|--------------------|---------------------|----------------|--------------------|------------------|-------------------------|---------------|
| 8. Pay Plan    | 9. Doc. Code       | 10. Grade or Level  | 11. Step or Rate | 12. Total Salary | 13. Pay Basis      | 16. Pay Plan        | 17. Doc. Code  | 18. Grade or Level | 19. Step or Rate | 20. Total Salary/Amount | 21. Pay Basis |
|                |                    |                     |                  |                  |                    | <b>WG</b>           | <b>8852</b>    | <b>11</b>          |                  |                         |               |
| 12A. Basic Pay | 12B. Locality Adj. | 12C. A.G. Basic Pay | 12D. Other Pay   | 20A. Basic Pay   | 20B. Locality Adj. | 20C. A.G. Basic Pay | 20D. Other Pay |                    |                  |                         |               |

|  |   |
|--|---|
| 14. Name and Location of Position's Organization | 22. Name and Location of Position's Organization<br><b>DEPARTMENT OF MILITARY AFFAIRS<br/>1100 N. MAIN<br/>(section name-i.e. AASF, OMS #1, MISSILE MAINT<br/>HELENA, MT 59604-4789</b> |
|--|---|

| EMPLOYEE DATA  |  |  |  | 24. Tenure   |  |  |  | 25. Agency Use           |  | 26. Veterans Preference for R/P                   |  |
|--|--|--|--|--|--|--|--|--------------------------|--|---|--|
| 23. Veterans Preference<br>1 - None 3 - 10 Points/Disability 5 - 10 Points/Other<br>2 - 5 Point 4 - 10 Points/Compensable 6 - 10 Points/Compensable(30%) |  |  |  | 0 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite |  |  |  |                          |  | YES <input checked="" type="checkbox"/> NO        |  |
| 27. FEGLI  |  |  |  | 28. Annuitant Indicator                                  |  |  |  | 29. Pay Rate Determinant |  |   |  |
| 30. Retirement Plan  |  |  |  | 31. Service Comp. Date (Leave)                           |  |  |  | 32. Work Schedule        |  | 33. Part-Time Hours Per<br>Biweekly<br>Pay Period |  |

| POSITION DATA  |  |  |  | 35. FLSA Category   |  |  |  | 36. Appropriation Code |  | 37. Bargaining Unit Status |  |
|--|--|--|--|---|--|--|--|------------------------|--|----------------------------|--|
| 34. Position Occupied<br>1 - Competitive Service 3 - SES General<br>2 - Excepted Service 4 - SES Career Reserved |  |  |  | E - Exempt<br>N - Nonexempt   |  |  |  |                        |  |                            |  |
| 38. Duty Station Code  |  |  |  | 39. Duty Station (City/County/State or Overseas Location)<br><b>LEWIS AND CLARK, HELENA MT(Army)CASCADE, GREAT FALLS, MT(Air)</b> |  |  |  |                        |  |                            |  |

|                     |                          |                         |                      |  |                     |                        |
|---------------------|--------------------------|-------------------------|----------------------|--|---------------------|------------------------|
| 40. Agency Data     | 41.                      | 42.                     | 43.                  | 44. <b>ARMY, DENVER, CO<br/>or AIR, DENVER, CO</b> |                     |                        |
| 45. Education Level | 46. Year Degree Attained | 47. Academic Discipline | 48. Functional Grade | 49. Citizenship<br>1 - USA 6 - Other               | 50. Veterans Status | 51. Supervisory Status |

## PART C - Reviews and Approvals (Not to be used by requesting office.)

| 1. Office/Function   | Initials/Signature | Date | Office/Function | Initials/Signature | Date          |
|--|--------------------|------|-----------------|--------------------|---------------|
| A. STAFF   |                    |      | D. SERV         |                    |               |
| B. CLASS   |                    |      | E. SERV-A       |                    |               |
| C. STAFF-A   |                    |      | F. SPMS         |                    |               |
| 2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. |                    |      | Signature       |                    | Approval Date |



**PART D - Remarks by Requesting Office**

Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.

☐ YES ☐ NO

ADVERTISE: Permanent, Temp Indef, or other.

Area of Consideration: I, II, I & II, III, or other.

ENLISTED, WARRANT OFF, and/or OFFICER.

POSITION IS VICE: who-----?

Selecting Official Block: John D. Smith

Capt, MT AR(or)ANG (Military signature block)

Aircraft Mechanic Supervisor (TECHNICIAN TITLE)

KSA's(General/specialized experience): ATTACHED or USE PREVIOUS ONES?

MAX MILITARY GRADE?

REMARKS: (FUNDING, ETC.)

**PART E - Employee Resignation/Retirement****Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and

agencies to issue regulations with regard to employment individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations.

Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

|                   |                   |                |   |
|-------------------|-------------------|----------------|---|
| 2. Effective Date | 3. Your Signature | 4. Date Signed | 5. Forwarding Address (Number, Street, City, State, ZIP Code) |
|                   |                   |                |   |

**PART F - Remarks for SF 50**

REMARKS:

## SECTION VI – ACTIVE GUARD RESERVE

MSG GARY MORGAN  
SGT TIMOTHY MCCOY



### *2001 NATIONAL DEFENSE AUTHORIZATION ACT*

With the signing of the 2001 NDAA active duty personnel will see several changes in the near future, some of the programs to look for are:

TRICARE Prime Remote for Families  
Elimination of Co-pays for Active Duty Family Members  
Catastrophic Cap Reduction  
Chiropractic Health Care for Active Duty  
Custodial Care Benefit  
Thrift Savings for Active Duty Personnel  
Reduction in out of pocket costs for housing expenses  
Targeted pay raise for E5s, E6s, and E7s in July 2001

While these items were approved, implementation time is not known yet. We will pass information on to you as it becomes available. For information on the medical items check out [www.tricare.osd.mil](http://www.tricare.osd.mil).

### *FRAMES OF CHOICE PROGRAM*

For those of you who do not utilize the Frames of Choice program at Malmstrom AFB try this website out for glasses: <http://138.143.250.101/nostra>.

### *LEAVE PROCESSING*

Army personnel in charge of processing DA Form 31 and forwarding them to HRO are reminded that we require the original and one copy of the DA Form 31. We also like to remind you that leave forms need to be closed out and forwarded to HRO immediately following the completion of the leave.

## *TEMPORARY DUTY TRAVEL*

We just received the most recent unliquidated obligation listing from USPFO and it indicates that there are still several travel vouchers that have not been filed for travel during FY-00. It is a requirement to file a travel voucher within five (5) days of completing travel. Soldiers who continually are delinquent in filing travel vouchers will no longer be allowed TDY travel until they comply with the requirements.

## *MEDICAL*

AGR personnel are reminded that it is your responsibility to ensure that your health care providers know where to send your medical bills. We still receive bill on a daily basis and we forward them to PGBA, but this only delays the processing time. If we are still receiving bills it is hard to say where else your providers might be mailing them.

You are also reminded that it is your responsibility to keep your chain of command of any medical appointments that you may have and any medical conditions that you are being treated for.

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FOR THE ADJUTANT GENERAL:

//signed//  
JAMES D. HOGAN  
LTC, AR, MTARNG  
Human Resources Office

Distribution:  
ARNG/ANG Intranet